



### Think your group can be a Great Lakes Guardian? Here's How

The Great Lakes Guardian Community Fund  
A Fund to help clean up and restore your corner of  
the Great Lakes and St. Lawrence River Basin



### Your group can be Great Lakes Guardians

Ontario is taking action to restore and protect our Great Lakes. We want Ontarians to enjoy healthy, vibrant Great Lakes that are drinkable, swimmable and fishable, now and in the future.

In 2012, Ontario launched the Great Lakes Guardian Community Fund, offering grants to community groups and organizations to help restore their own corner of the Lakes. Funds were awarded for projects such as controlling erosion, protecting wetlands, cleaning up beaches and removing invasive species. You can learn about the 2012 projects at [www.ontario.ca/greatlakesfund](http://www.ontario.ca/greatlakesfund).

We launched the 2013 call for applications to offer more grants to help communities and organizations protect the ecological health of the Great Lakes.

This guide provides information on the grant eligibility requirements, the application evaluation process, and instructions for completing the application form. You're welcome to apply in 2013, even if you also applied in 2012. You'll see below and in the application form that there are changes to the eligibility requirements and the evaluation process.

### Here's what the Grant Program is all about

Grants are available for projects that take place in Ontario within the Great Lakes and St. Lawrence River Basin. This includes: Lake Superior,



Lake Huron, Lake Erie, Lake Ontario, the St. Lawrence River, the Ottawa River, their connecting channels, and their watersheds. This guide includes a map to help you identify your watershed.

**Only projects with a direct environmental benefit – those that result in measurable environmental improvements – will be funded. Eligible projects must contribute to at least one of the following goals:**

1. Protecting water quality for human and ecological health;
2. Improving wetlands, beaches and coastal areas; and
3. Protecting habitats and species.

**Here are some of the types of projects that could qualify:**

- Planting trees to restore stream banks;
- Protecting and improving water quality by managing the flow of storm water runoff; and
- Protecting traditional harvesting areas from invasive species by using traditional ecological knowledge.

**Ineligible projects include:**

- Projects focused primarily on education and outreach;
- Feasibility studies or plans, and land-use planning;
- Contaminated site remediation (e.g., sediment remediation, brownfields);
- Activities that occur exclusively within provincial parks, strictly beautification activities, and land acquisition;



- Projects requiring an individual or class environmental assessment (unless already completed or a class EA category A project); and
- Granting programs.

You can apply for more than one project but please use a separate application form for each project. The Province may limit the number of grants per organization.

### **What will the grants pay for?**

Up to 100 per cent of eligible costs incurred in Ontario directly related to the delivery of eligible projects that are not covered by other sources.

**Here are some examples of eligible costs, provided they are reasonable:**

- Materials and supplies, such as shovels and garbage bags;
- Marketing to promote participation in the project;
- Professional or technical expertise;
- Staff or labour costs for employees hired specifically for the project or employees of applicants that are First Nation or Métis communities and organizations. Staff or labour costs may only amount to 20 per cent of the total

grant and are limited to \$30 per hour per person;

- Infrastructure costs (e.g., to enhance wetlands, manage storm water and control erosion); and
- Equipment rental (e.g., back hoe, scientific equipment).

#### **Ineligible costs include:**

- Ongoing overhead, core administrative activities of organizations (e.g., rent);
- Permanent staff costs except for employees of applicants that are First Nation and Métis communities and organizations;
- Insurance;
- Clothing except for safety purposes;
- Appreciation gifts (e.g., gift certificates for volunteers);
- Travel, accommodation, hospitality or entertainment expenses (e.g., food, beverages);
- Pesticides;
- Signage that does not provide environmental or interpretative information;
- Capital expenses (e.g., vehicles, office furniture, computers, building renovations, toilets, water filling stations, greenhouses, interpretative structures);
- Costs incurred prior to the effective date of the agreement with the Province for the grant;
- Refundable harmonized sales tax (HST); and
- Litigation or other legal costs.

This is not a complete list. More informa-

tion is provided in the frequently asked questions. If you are unsure about any of the examples or the eligibility of your project and activities, please contact us.

### **How do we know if our group is eligible?**

To be eligible for funding, a group must be a legal entity **and** must either be a not-for-profit organization or a First Nations or Métis community or organization.

- Provincial or federal government departments, agencies, boards and commissions; individuals; and for-profit organizations are not eligible.
- *Legal entities are those entities that are established by or under legislation; are federally or provincially incorporated; are band councils established under the Indian Act, Canada; are other Aboriginal organizations that are incorporated; or are a partnership as defined under section 2 of the Ontario Partnerships Act.*



Eligible groups include: community-based organizations, agricultural and land-owner focused organizations, environmental and conservation organizations, academic



institutions, First Nations and Métis communities and organizations, conservation authorities, municipalities and local services boards.

If you are a municipality, local services board or conservation authority, you are eligible for only those projects where you join with at least one community-based organization.

- Joining with a community-based organization means the community-based organization must be actively working to deliver the project, for example, participating in project design; or contributing a significant amount of staff or volunteer time to the project's implementation.
- Applicants that are municipalities, local services boards and conservation authorities **must** provide a signed letter from the community-based organization as part of their application, which sets out the role of the community-based organization in the proposed project.

If you don't meet the criteria above, you can participate in a project with an eligible organization.

For each project, the Province will enter into a Grant Funding Agreement with only one eligible organization that will be responsible for the entire project. Please see the Grant Funding Agreement template for further details which is available at [www.ontario.ca/greatlakesfund](http://www.ontario.ca/greatlakesfund).

First Nations or Métis communities or organizations may apply on behalf of, or

in partnership with, other First Nation or Métis communities or organizations.

- To do so they must provide supporting documentation outlining the role of the partnership, through a letter from the Chief or a band council resolution or motion to support the application form for each represented community and organization.
- If a band council resolution or motion is chosen, it can be submitted after the application form, but must be submitted prior to the grant being provided and no later than **June 3, 2013**.



### How much money could we be eligible for?

You can receive up to a maximum of \$25,000 for each project. Smaller projects are encouraged to apply as well.

You can have other funding sources but they must be identified in your application form. The Great Lakes Guardian Community Fund will not provide funding for costs covered by other sources.

All activities funded by the Great Lakes Guardian Community Fund for this

application period must be completed by **February 2, 2015**.

The Province reserves the right to fund only selected activities identified in an application form. Not all parts of a project may be funded by the Great Lakes Guardian Community Fund.

### **Our group thinks our project is eligible. How will we be evaluated?**

Your application form and any supporting materials will be screened to ensure that they are complete and meet the basic eligibility requirements. If your application passes the screening, it will be reviewed by experts and ranked according to three evaluation criteria: environmental benefit (40% of total score); community involvement, collaboration and leverage (30% of total score); and sound project design (30% of total score). We will also consider, the kind of project you are planning and your organization type so the Great Lakes Guardian Community Fund supports a variety of projects across the province.

#### **Environmental Benefit**

Projects must have a direct environmental benefit resulting in measurable environmental improvements.

- Your project is more likely to be funded the more it contributes to an environmental need.
- The more long-lasting the environmental benefit of your project and the more significant in scope, the more likely it is to be funded.

- We'll also be looking at the likelihood that your project will achieve its intended environmental benefit, for example, whether the planned activities are likely to achieve environmental benefits, including whether your project has the necessary contributors and resources to achieve its intended environmental benefit.



#### **Community Involvement, Collaboration and Leverage**

Projects must get the community involved in restoring and protecting the ecological health of the Great Lakes.

- The more members of the community you can mobilize to take action, and the more contributions from others you can leverage (financial and in-kind), the more likely your project will be funded.
- Projects that promote collaboration among groups and organizations are more likely to be funded.

### Sound Project Design

The better designed your project is, the more likely it is to get funding.

- We're looking for projects that have clear and achievable objectives and sound ways to track and measure progress toward these objectives.
- We're also looking for detailed work plans with realistic timelines and detailed budgets that include reasonable costs.
- We will look at the qualifications of the people who will work on the project and your organization's experience with similar projects.
- Our evaluation takes into account your purchasing procedures to ensure value for money. Applicants must ensure that their expenditure of funds from the Great Lakes Guardian Community Fund for any goods or services demonstrates value for money. It is recommended that three quotes be obtained for materials and services over \$5000.
- We're looking for permits and approvals to be in place. If permits and approvals are not yet in place, the Province will take this into account in evaluating the feasibility of the project. For more information on permits and approvals that your project may need, please see information on 'Permits and Other Requirements' available at [www.ontario.ca/greatlakesfund](http://www.ontario.ca/greatlakesfund).

### When can we apply?

Applications **must be received by April 26, 2013, 5:00 p.m. E.D.T.** via email, fax or mail.

The application guide and form are available at [www.ontario.ca/greatlakesfund](http://www.ontario.ca/greatlakesfund).

This site includes frequently asked questions, which may be updated during the application period.

### What happens after we apply?

We will let you know that we received your application form right away. Your application form and supporting documents must be submitted by the application deadline, except for band council resolutions or motions that must be submitted prior to the grant being provided and no later than June 3, 2013.

After we evaluate all of the applications, we will let you know if your project is approved.



### What should I include in my application package?

Please include the following in your application package – incomplete applications may not be considered:

- A signed hard and electronic copy of the application form.

- Signed letters from key organizations or individuals, other than your organization and its members, if they are critical to project delivery.
- Signed letters from other funding sources, if applicable.
- If you are a municipality, conservation authority or local service board, a signed letter from the community-based organization you are joining with, setting out their role in the project.
- Copies of permits, approvals, or permit applications needed for your project, if applicable.
- Your organization's purchasing policy, if applicable.
- A band council resolution or motion or letter of support from the Chief, if applicable.
- If your project involves work on land, a map or sketch (handwritten sketches accepted) of the project that could include the current layout and location of the project and the changes that will be made.
- If the project involves work on land not owned by the applicant, a signed letter from the landowner, stating that the landowner agrees to allow access to their property for the project activities, including monitoring and maintenance, and will maintain the work.

**For more information:**

Ministry of the Environment

Public Information Centre

416-325-4000

Toll-free: 1-800-565-4923

TTY: 416-326-9236

TTY Toll-free: 1-800-515-2759

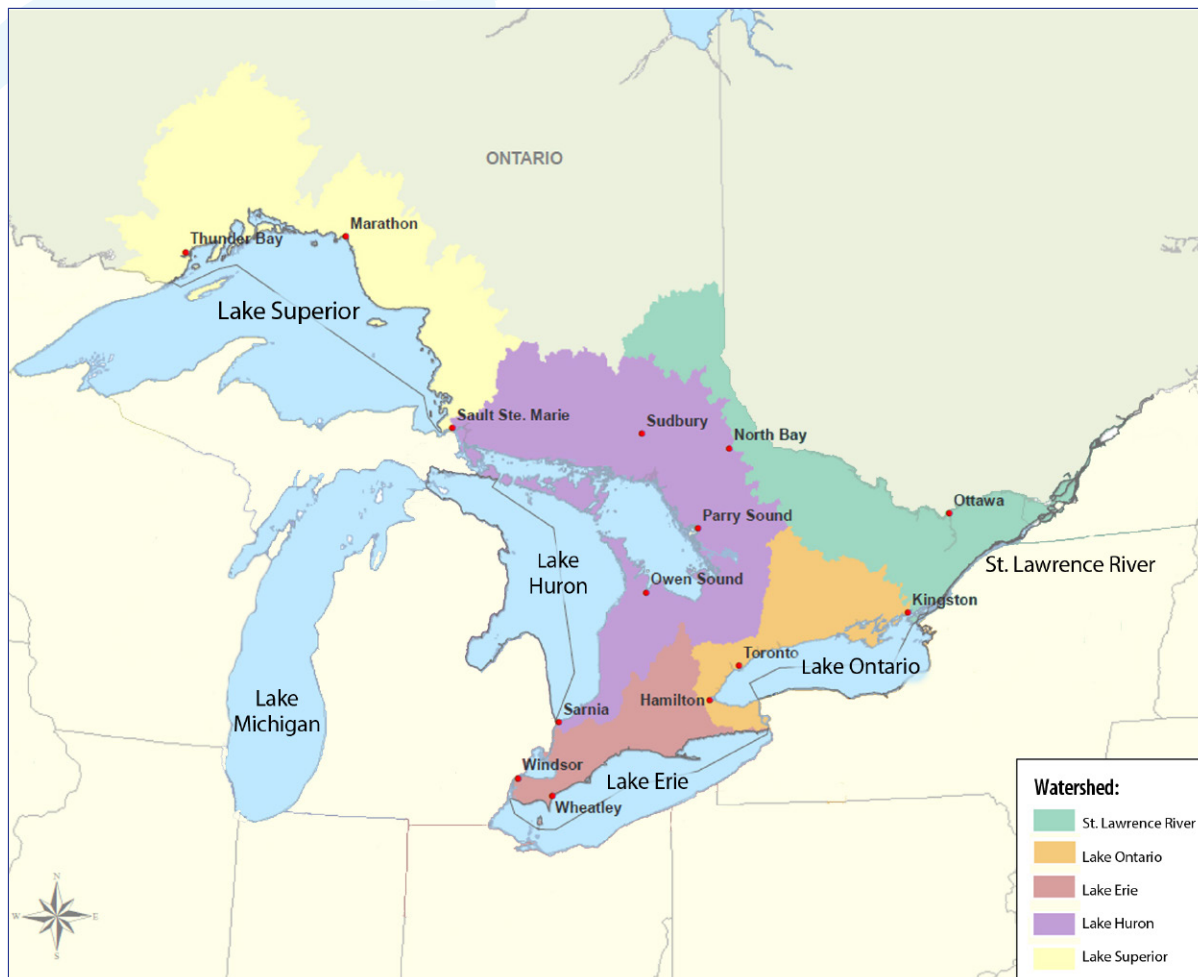
[GreatLakesFund@ontario.ca](mailto:GreatLakesFund@ontario.ca)





## Great Lakes and St. Lawrence River Basin

This map is provided to help you identify your watershed. You'll need this information to complete the Application Form. The map shows the boundaries for the five eligible watersheds: Lake Superior, Lake Huron, Lake Erie, Lake Ontario, and the St. Lawrence River (including the Ottawa River).



[ontario.ca/GreatLakesFund](http://ontario.ca/GreatLakesFund)

1-800-565-4923 GreatLakesFund@ontario.ca

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